



Accounting Administrator I (Specialist)
(DEPARTMENTAL OPEN)
9399-00104552-30447KP

Department(s): State Compensation Insurance Fund
Opening Date: 2/1/15 8:00:00 AM
Closing Date: Continuous
Type of Recruitment: Departmental Open
Salary: MONTHLY-RANGED-SALARY - \$5,053.00 to \$6,325.00
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent
Exam Type: Spot
Location: Pleasanton and San Francisco

INTRODUCTION

This is a Departmental Open Spot examination for the State Compensation Insurance Fund.

EEO

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as states below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp.

Interested candidates must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Faxed, e-mailed, or hard copy applications will **NOT** be accepted.

Candidates, who submit a State Fund Jobs Online exam application, will receive an e-mail containing a confirmation number.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Testing and Certification Services Unit will contact you to make special testing arrangements.

ELIGIBLE LIST INFORMATION

OPEN, MERGED eligible lists will be established for Pleasanton and San Francisco. The names of successful competitors will be merged onto the eligible lists in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the exam is taken.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

POSITION DESCRIPTION

This is the nonsupervisory level in the series. Positions at this level perform as staff specialists assisting the highest level administrator (in, at a minimum, a large-complex or very large-standard accounting office) with responsibility for the completion of highly complex fiscal activities having multifunctional and/or multigeographical impact.

Incumbents at this level have no supervisory responsibility, but may serve as a lead to other professional accounting staff.

EXAMINATION INFORMATION

TRAINING & EXPERIENCE (T&E) -Weighted 100.00%

The sole component of the Accounting Administrator I (Specialist) examination will consist of a T&E Examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants are required to respond to the T&E questions provided on this announcement. For each listed knowledge,

skill, and ability statement within the T&E examination, applicants will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency and experience rating.
- 3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, level of experience rating, or a brief narrative example will not be scored.

All information applicants provide in this examination is subject to verification.

To preview the T&E questions, [Click Here](#)

EXAMINATION SCOPE

TRAINING & EXPERIENCE (T&E) EXAMINATION – WEIGHTED 100.00%

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Accounting principles and practices.
2. Governmental accounting and budgeting.
3. Uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.

Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.

VETERANS PREFERENCE

Veterans' Preference will be granted in this examination.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit www.statefundca.com/careers/currentexams.asp

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:
<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the State Compensation Insurance Fund.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

State Compensation Insurance Fund reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: [Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield
9801 Camino Media
Bakersfield, CA 93311-1303

Chatsworth
9419 Mason Avenue
Chatsworth, CA 91311-5204

Eureka
2440 Sixth Street
Eureka CA 95501-0788

Fresno
10 River Park Place East
Fresno, CA 93720-1531

Greater Bay Area/Pleasanton
5880 Owens Drive
Pleasanton, CA 94588-3900

Monterey Park
900 Corporate Center Drive
Monterey Park, CA 91754-7618

Redding
2175 Shasta View Drive
Redding, CA 96003-8296

Riverside
6301 Day Street
Riverside, CA 92507-0902

Rohnert Park
5900 State Farm Drive, Suite 200
Rohnert Park, CA 94928-2122

Sacramento Regional Office
2275 Gateway Oaks Drive
Sacramento, CA 95833-3255

San Francisco
333 Bush Street
San Francisco CA 94104

Santa Ana
1750 East Fourth Street
Santa Ana, CA 92705-3929

Stockton
3247 West March Lane
Stockton CA 95219-2351

Vacaville
1020 Vaquero Circle
Vacaville, CA 95688-8804

**Attn: Examination Services
1515 S Street, North Building, Ste 400
Sacramento, CA 94244-2010
(866) 844-8671**

California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.